



**COMMISSION
MEMBERS**

Tim Jones
Chair

Tom Anderson
Vice Chair

Robert Black

Charles Dalphon

Kate Heilman

Annie Jones

Ron Kaltenbaugh

Margie Lance

David Lange

Chris May

Mike Uecker

Chris Voell

**COMMUNITY
DEVELOPMENT
DIVISION, OFFICE OF
SUSTAINABILITY &
ENVIRONMENTAL
RESOURCES**

Shannon Moore
Manager and Staff Liaison



FREDERICK COUNTY SUSTAINABILITY COMMISSION

Winchester Hall • 12 East Church Street • Frederick, Maryland 21701
301-600-1413 • FAX: 301-600-2054 • TTY: Use Maryland Relay
www.sustainablefrederickcounty.org

AGENDA

Wednesday, September 17, 2014, 3:00-5:00 p.m.

**Lower Level Conference Room
Community Development Division
30 North Market Street**

- | | |
|--|-------------|
| 1. Call to order and welcome | 3:00 |
| 2. Administrative Items | 3:03 |
| A. Chair's Items | |
| i. Melanie Riddle denied appointment due to workload, will need to readvertise | |
| ii. Process for Appointing Chair and Vice Chair | |
| iii. Nominations for Vice Chair | |
| 3. Runthrough of State of Sustainability Forum | 3:10 |
| 4. Updates and Comments | 3:40 |
| A. Commissioner comments | |
| B. Public Comment | |
| 5. Break | 3:50 |
| 6. State of Sustainability Forum | 4:00 |
| Adjourn | 5:00 |

The Frederick County Sustainability Commission advances and accelerates the adoption of measurable strategies that solve environmental problems, protect critical natural resources, and strengthen our social and economic health now and in the future.

BYLAWS OF THE FREDERICK COUNTY SUSTAINABILITY COMMISSION

ARTICLE IV. MEETINGS, VOTING AND PROCEDURES

Section 1. The Commission shall meet at least monthly to conduct regular business. The Commission shall also hold meetings at such times as it deems necessary to properly perform its duties, and shall meet upon the call of the chair. Meetings may be held less frequently by a majority vote of the Commission.

Section 2. A majority of the total number of Commission members shall constitute a quorum for the transaction of official business.

Section 3. Each voting member of the Commission shall be entitled to vote at all regular and special meetings of the Commission.

Section 4. All members of the Commission shall be involved in Commission activities, including regularly attending Commission meetings. Any member, who misses more than three (3) consecutive regular Commission meetings with or without a quorum and without having been given a leave of absence by the Commission chair, may be removed by the Board upon recommendation of the Commission. If members are unable to attend a meeting of the Commission or a committee, they shall notify the Commission chair or staff as soon as possible.

Section 5. The chair, vice-chair and lead OES staff person establish the Commission meeting agenda. An item may be placed on the agenda or removed by a majority vote of the commission. Requests to place an item on the agenda may be made by individual Commission members, the Board, staff or members of the public.

Section 6. The chair or a quorum of Commission members may call special meetings by delivering a written notice requesting such a meeting personally, by email or by mail to each member of the Commission and to staff representatives a minimum of 72 hours in advance of the meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted and any other information as required by the Maryland Open Meetings Act.

Section 7. In general, communication to and from the public during meetings occurs during the public comment period. Except for the right to vote and to move a motion, the privilege of the floor may be granted to any member of the public at the discretion of the chair.

Section 8. To further its mission, the Commission may agree to invite specific group representatives, community members or staff to participate with the Commission in the evaluation, discussion and problem solving of specific issues or policies.

Section 9. The Commission and committee meetings shall follow the Maryland Open Meetings Act.

Section 10. Commission members shall refer to Robert's Rules of Order regarding rules of procedure for guidance with respect to the conduct of meetings or points of order.

ARTICLE V. OFFICERS AND DUTIES

Section 1. The officers of the Commission shall be a chair and a vice chair. Any member of the Commission is eligible to serve as an officer. One person shall not hold both offices.

Section 2. The vice-chair of the Commission shall be elected by the members at a meeting of the Commission. The vice chair shall become the chair after the chair's term expires.

Section 3. The officers of the Commission shall be installed at the regular meeting at which they are elected and shall hold office for one (1) year or until their respective successors shall have been duly elected and qualified.

Section 4. The chair may resign as an officer at any time by giving written notice to the vice chair of the Commission. The vice chair may resign as an officer at any time by giving written notice to the chair of the Commission. Such resignation shall take effect at the time specified in the notice, or if no time is specified, then immediately.

Section 5. An officer may be removed as an officer, with or without cause, by a majority vote of the Commission members at any regular meeting, or at a special meeting of the Commission called expressly for that purpose.

Section 6. A vacancy in any office shall be filled by a majority vote of the Commission.

Section 7. Duties.

a. The chair shall preside over all meetings and act as the chief executive of the Commission. He or she may sign instruments, which the Commission has authorized to be executed, and shall perform all duties incident to the office of chair as may be prescribed by the Commission.

b. The vice chair shall assume the duties of the chair, if necessary.